



STATE OF ALABAMA

DEPTARTMENT OF FINANCE DIVISION OF PURCHASING

INVITATION TO BID

FOR: BUS CHARTER REQ. AGENCY : 332000

BUREAU OF TOURISM & TRAVEL : 069769

AGENCY REQ. NO.

T-NUMBER

DATE ISSUED

VENDOR NO.
VENDOR PHONE NO.
SNAP REQ. NO.
BUYER NAME : 1425475 : SUSAN JANA

BUYER PHONE NO. : (334) 242-7173-PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE: DATE: 10/20/09 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED: DATE: 10/21/09 TIME: 10:00 AM

FAX NUMBER

## TO BE COMPLETED BY VENDOR

		SHOULD BE PROVIDED, AS ORIGINAL SIGNATURE AND		PONSE
1. DELIVERY:	: CAN BE MADE	DAYS OR	WEEKS AFTER RECEIPT (	OF ORDER
2. TERMS:	(DIS	COUNTS ARE TAKEN WITHOU	OUT REGARD TO DATE OF 1	PAYMENT.)
3. PRICE VAI	LID FOR ACCEPTANCE	WITHIN DA	AYS.	
	JOTATION REFERENCE MBER WILL APPEAR ON	NUMBER, IF ANY: I THE PURCHASE ORDER.)		
5. E-MAIL AD	DDRESS:			
INTERNET	WEBSITE:			
6. GENERAL C	GENERAL CONTRACTOR'S LICENSE NO:			
TYPE OF G	TYPE OF G.C. LICENSE:			
ITEM 7 -		**** IMPORTANT NOTE: ** L "BID RESPONSE INSTRU		INCLUDE
	US MAIL		COURIER	
I F M I HAVE READ I HERBY AFFI	THE ENTIRE BID AND IRM I HAVE NOT BEEN F FREEDOM OF COMPET	SING	I ÎTEM OFFERED AT THE 1 COLLUSION AMONG BIDDER:	PRICE QUOTED.
SWORN TO AND FEIN OR SSN			AUTHORIZED SIG	GNATURE (INK)
SUBSCRIBED BEFORE ME THIS		COMPANY NAME	TYPE/PRINT AU	THORIZED NAME
DAY C	OF	MAIL ADDRESS	TITLE	
NOTARY PUBLI	IC	CITY, STATE, ZIP	TOLL FREE NUMI	BER
TERM EXD:				

PHONE INCLUDING AREA CODE

STANDARD TERMS & CONDITIONS

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#### AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF T HIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV.

INFORMATION AND ASSISTANCE TO MINORITY BUSINESSES IN THE TECHNICAL COMPLETION OF REQUIRED FORMS MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS REV: 09/18/09

- TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
- BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
- BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
- THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
- A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/ SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
- THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
- THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
- AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

## DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISOUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED

BID RECEIVED LATE

BID NOT SIGNED/NOT ORIGINAL SIGNATURE

BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION

NOTARIZED OWN SIGNATURE

REQUIRED INFORMATION NOT SUBMITTED WITH BID FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

## CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE. SPECIAL TERMS & CONDITIONS

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#### INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE
UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF
ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY
ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE
REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

#### INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

## SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

## INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

## BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

## FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL TI OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

## BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

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#### AWARD:

AWARD WILL BE MADE "ALL OR NONE" TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

#### IN-STATE VENDORS:

ONLY IN-STATE VENDORS WILL BE ALLOWED TO BID ON THIS ITB.

ALL CHARGES: BID UNIT PRICE MUST INCLUDE ALL CHARGES, INCLUDING BUS, DRIVER, FUEL, SNACKS, ETC. ADDITIONAL CHARGES OF ANY KIND ARE UNACCEPTABLE AND WILL NOT BE PAID.

#### PRORATION:

ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

PAYMENT WILL NOT BE MADE UNTIL AFTER THE CHARTER HAS BEEN COMPLETED AND THE VENDOR PROVIDES A CORRECT INVOICE TO THE AGENCY.

THERE WILL BE NO DEPOSIT MADE FOR THIS CHARTER RENTAL AND THE VENDOR IS NOT ALLOWED TO REQUIRE THE AGENCY TO COMPLETE A CREDIT APPLICATION.

# UNIT OF MEASURE:

THE UNIT OF MEASURE FOR THIS BID IS "LOT". VENDORS MUST SUBMIT PRICES FOR EACH SEPARATE TOUR IN THE SPACES PROVIDED. THEN VENDORS MUST TOTAL ALL 3 TOURS TOGETHER AND ENTER THIS AMOUNT IN THE UNIT PRICE COLUMN IN THE SPACE PROVIDED BESIDE "1 LOT".

FOR EXAMPLE: PREFAM TOUR #1 \$100.00 PREFAM TOUR #2 \$100.00 PREFAM TOUR #3 \$400.00

THE TOTAL ENTERED IN THE UNIT PRICE COLUMN WOULD BE \$600.00.

- IN THE EVENT OF A DISCREPANCY, THE UNIT PRICE GOVERNS ALL AND THE INDIVIDUAL CHARTER PRICE(S) WILL BE ADJUSTED ACCORDINGLY.
- \*\* FAILURE TO COMPLETE THE PRICING AS INSTRUCTED WILL RESULT IN BID REJECTION.

# REQUESTED INFORMATION:

ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN FIVE (5) BUSINESS DAYS FROM RECEIPT OF REQUEST.

VENDOR REFERENCES, INSURANCE, AND SAFETY RECORD: VENDORS MAY BE REQUIRED TO PROVIDE A MINIMUM OF 3 REFERENCES. FAI TO PROVIDE REFERENCES, IF REQUESTED, WILL RESULT IN BID REJECTION.

THE AWARDED VENDOR MUST BE A LICENSED CARRIER, INCLUDING LIABILITY. PROOF OF INSURANCE MAY BE REQUIRED PRIOR TO AWARD AND/OR PRIOR TO THE ACTUAL EVENT. FAILURE TO PROVIDE PROOF OF INSURANCE, IF REQUESTED, WILL RESULT IN BID REJECTION/CONTRACT CANCELLATION.

SAFETY RECORDS MAY BE REQUIRED PRIOR TO AWARD AND/OR PRIOR TO THE

SPECIAL TERMS & CONDITIONS VENDOR NAME :

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ACTUAL EVENT. FAILURE TO PROVIDE SAFETY RECORDS, IF REQUESTED, WILL RESULT IN BID REJECTION/CONTRACT CANCELLATION.

CANCELLATION CONDITIONS:

THE AGENCY MAY CANCEL 1, 2, OR ALL 3 CHARTERS, WITHOUT ANY PENALTY, IF THE CANCELLATION IS DONE IN WRITING AT LEAST 30 DAYS PRIOR TO THE SCHEDULED EVENT. CANCELLATION IS NOT ANTICIPATED UNLESS THERE IS A LACK OF PARTICIPATION.

CANCELLATION WILL NOT BE DONE AFTER THE 30 DAYS PRIOR TO THE EVENT TIME PERIOD HAS PASSED AND THE CHARTERS WILL PROCEED AS PLANNED.

VENDOR NAME : ATTACHMENTS

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IT IS THE VENDOR'S RESPONSIBILITY TO READ THIS ENTIRE DOCUMENT FROM BEGINNING TO END AND TO COMPLY WITH ALL INSTRUCTIONS AND TERMS AND CONDITIONS OF THE BID.

REMINDER: BIDDERS MUST SUBMIT AN ORIGINAL AND A MINIMUM OF ONE EXACT, COMPLETE COPY OF THE BID (INCLUDING SIGNATURE AND NOTARY), AS SHOWN ON ON PAGE 2 OF THE ITB, OR THE BID WILL BE REJECTED.

FOR SPECIFICATION QUESTIONS, CONTACT THE AGENCY: ROSEMARY JUDKINS @ ROSEMARY.JUDKINS@TOURISM.ALABAMA.GOV OR (334) 242-4493

FOR PROCEDURAL QUESTIONS, CONTACT THE BUYER: SUSAN JANA @ (334) 242-7173 OR SUSAN.JANA@PURCHASING.ALABAMA.GOV

REMINDER: SPECIFICATION CHANGES MAY ONLY BE DONE VIA A WRITTEN ADDENDUM. VERBAL CHANGES TO SPECIFCATIONS ARE NOT ALLOWED.

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EXTENDED LINE COMMODITY/SERVICE DESCRIPTION QUANTITY UNIT UNIT PRICE AMOUNT NO.

UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 332000 / 332M11 BUREAU OF TOURISM & TRAVEL CENTER FOR COMMERCE BLDG 401 ADAMS AVE SUITE 126 MONTGOMERY 36104

00001 COMMODITY CODE: 975-14-082358 BUS CHARTER, AS FOLLOWS -

VENDOR TO PROVIDE 3 BUSES FOR "PRE-FAM" TOURS TO VARIOUS PARTS OF ALABAMA. THE TRIPS ARE SCHEDULED 04/07/10 - 04/10/10.

THE BID PRICE MUST INCLUDE:

- 01)
- ALL 3 BUSES A PROFESSIONAL DRIVER FOR EACH BUS 02)
- 0.3)ALL FUEL
- A VARIETY OF SNACKS AND BEVERAGES FOR ALL PASSENGERS, FOR ALL BUSES, FOR EACH LEG OF EACH TRIP. THESE SNACKS AND BEVERAGES ARE TO BE 04)
- GIVEN TO THE PASSENGERS AT NO COST AND NOT SOLD TO THE PASSENGERS.

  05) ANY OTHER CHARGES ASSOCIATED WITH THE TRANSPORTATION OF PASSENGERS TO AND FROM THE VENUES STATED ON THE PRE-FAM SCHEDULES.

EACH BUS MUST ACCOMMODATE A MINIMUM OF 55 PASSENGERS AND MUST BE HANDICAP ACCESSIBLE.

BUSES MUST BE 2000 OR NEWER MODEL AND MUST BE FULLY EQUIPPED WITH CD, DVD, VIDEO, AND MICROPHONE SYSTEM.

EACH BUS MUST HAVE A MINIMUM OF 1 REST-ROOM ON BOARD.

THE DRIVER MUST ASSIST WITH LOADING AND UNLOADING OF PASSENGER BAGGAGE.

THE AGENCY WILL PROVIDE ACCOMMODATIONS AND MEALS FOR THE DRIVER. THE VENDOR IS RESPONSIBLE FOR ANY OTHER EXPENSES NECESSARY FOR THE DRIVER.

PRE-FAM TOUR #1 PRE-FAM TOUR #2 PRE-FAM TOUR #3

VENDORS MUST ENTER A PRICE FOR EACH OF THE 3 TOURS ABOVE AND THEN TOTAL ALL 3 TOGETHER AND ENTER THE "LOT" UNIT PRICE IN THE UNIT PRICE COLUMN BESIDE "1 LOT".

FAILURE TO ENTER PRICING ABOVE WILL RESULT IN BID REJECTION.

IN THE EVENT OF A DISCREPANCY BETWEEN

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PRICE SHEET VENDOR NAME :

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LINE EXTENDED NO. COMMODITY/SERVICE DESCRIPTION QUANTITY UNIT UNIT PRICE AMOUNT

THE "UNIT PRICE" AND THE ABOVE FIGURES, THE "UNIT PRICE" WILL GOVERN AND THE INDIVIDUAL CHARTER PRICING WILL BE ADJUSTED ACCORDINGLY.

\* SEE ATTACHED TENTATIVE SCHEDULES

PAGE TOTAL BID TOTAL